



**Town of Arlington, Massachusetts**  
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## Library Trustee Minutes 01/08/13

Meeting of the Board of Library Trustees  
Tuesday, January 8, 2013

### Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Diane Gordon, Joyce Radochia, Frank Murphy, Barbara Muldoon, Heather Calvin, and Adam Delmolino. Also attending was library director Ryan Livergood and assistant director Andrea Nicolay.

### Approval of Minutes

The trustees reviewed the minutes from the December 11 meeting and approved them. (Barbara Muldoon/Diane Gordon)

### Communications

Thank you card from staff. Letter re: \$21K from MBL, letter for the Foundation received.

### Community Time

No members of the community were present.

### Director's Report

Paypal glitch resulted in happy surprise of \$21,250. Mr. Murphy asked about the Mass Avenue wall and Ryan explained the wall was bowing out and is therefore being restored. Kirsi Allison-Ampe's comments regarding possible improvements to crossing area were noted. Ryan points out the equipment use statistic is erroneously low due to how netbook use through the vending machine is reported; this will be corrected for the next stat report. Fox stats are low due to lapse in Fox programming (staff vacancy). E-book downloads were up in December. A major community appreciation event and fundraiser organized by the Friends of Fox is scheduled to occur in April; Ms. Muldoon noted that a letter promoting the event was sent out well before Christmas this year. Ryan stressed the need to work together in fundraising and suggested the Foundation will help with this in the future. The history of Fox and Friends of Fox was discussed. Hopefully there will one day be a trustee liaison for Friends of Fox. Foundation ground rules should address the whole question of fundraising between Fox and Robbins.

### FY 13 Budget Request Update

Ryan talked with Adam Chapdelaine and Andrew Flanagan. Ryan made the case for Sundays and looked at history of Sundays with Mr. Chapdelaine and Mr. Flanagan. Mr. Chapdelaine said he was considering a hybrid arrangement. Ryan expected more information at the end of the week.

### Annual Report Update

At the request of the Town Manager's office Ryan is slimming the report down, and focusing on highlights.

### Mid-Year Report of Trust Fund Liaison

Ms. Muldoon explained the report and said she is not likely to raise amounts if staff doesn't spend in time.

### Mid-Year Report of Russell Fund Expenditures

There was discussion as to whether it's possible to break down Russell fund expenditures, Robbins and Fox. Also noted: we need to give more credit for programs supported with Russell Fund through better signage, etc.

#### Mid-Year Evaluation of Trustee Goals

Ms. Radochia pointed out that the goals say what has to be said, but wonders do they need to be refreshed?

Friends of Fox liaison from trustees is not happening; Ryan says that will remain status quo for now. It was noted that trustees all need to think about summer Saturdays and advocate for summer Saturdays, and that Ryan must advocate strongly. Ms. Calvin asked about surveys and collecting data on the desire for summer Saturdays.

Additionally, staff morale may need to be stirred toward supporting summer Saturdays. Policies need to be reviewed; a summary of policies with the date of last review would be good to have for the trustees.

Monthly/quarterly meeting with Town Finance Committee would be beneficial.

#### Mid-Year Evaluation of Administrative Goals

Ryan noted that we still need to focus on library policies; it's time to formalize that with staff. E-book platform project is vague, but in the works. Statewide e-book platform may also be in the works (MLS will be main operating agent).

RFID is still a fairly distant dream, but they can do an evaluation on request for free. Onsite Insight study could be worthwhile. Also noted: bathroom upgrade concerns re: hand drying/sanitizing, cost benefit analysis.

#### Foundation Update

December was a troublesome month in terms of administrating due to some family issue the key board members were managing. However, the checking account was opened and everything was submitted to the IRS.

#### Unanticipated Items

March 8 is the date of Books in Bloom. Ms. Fennelly is set to put Library Card Sign Up Challenge on the Arlington List.

#### Date of next meeting

Tuesday, February 12, 2013.

#### Adjournment

9:05 p.m. (Diane Gordon/Barbara Muldoon)

#### Documents provided:

- Meeting agenda
- December 2012 meeting minutes
- December Director's Report
- FY13 Budget Update
- Robbins Library Long Range Plan FY 2013 Action Plan
- Copy of conflict of interest acknowledgement receipt
- Russell Fund Report 7/1/12 - 12/31/12
- Robbins Library Board of Trustees Goals and Objectives FY 2013